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DIA INFO Reports with Enclosures

Suggested Flow

Implemented Photo Section
May 68

DIA IR
WITH PHOTO
ENCLOSURE

ACQUISITIONS
DISSEMINATION
DIVISION

1-2 days

Photo Section
DISO

1-5 working days

Approval by
S Geo Div
Pence on Panel

5 working days

IR with
Enclosure

Hold on Panel 1 week
ANALYSTS Review, Select and MARK.

ISG -
Area
Division

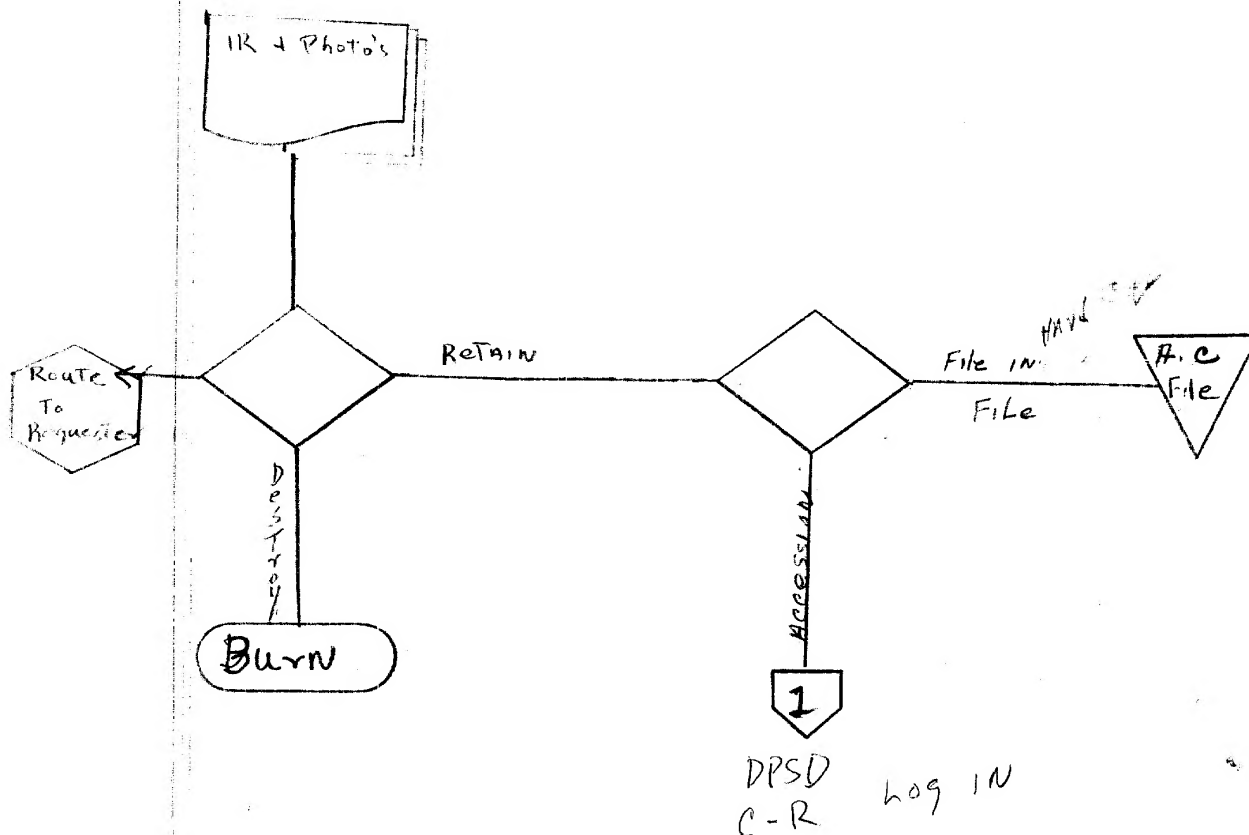
1. P.S. will send ALL IR'S To Appropriate
ISG Area Division For Review, ISG
will notify Photo Section of need for

DIA review(s)
completed.

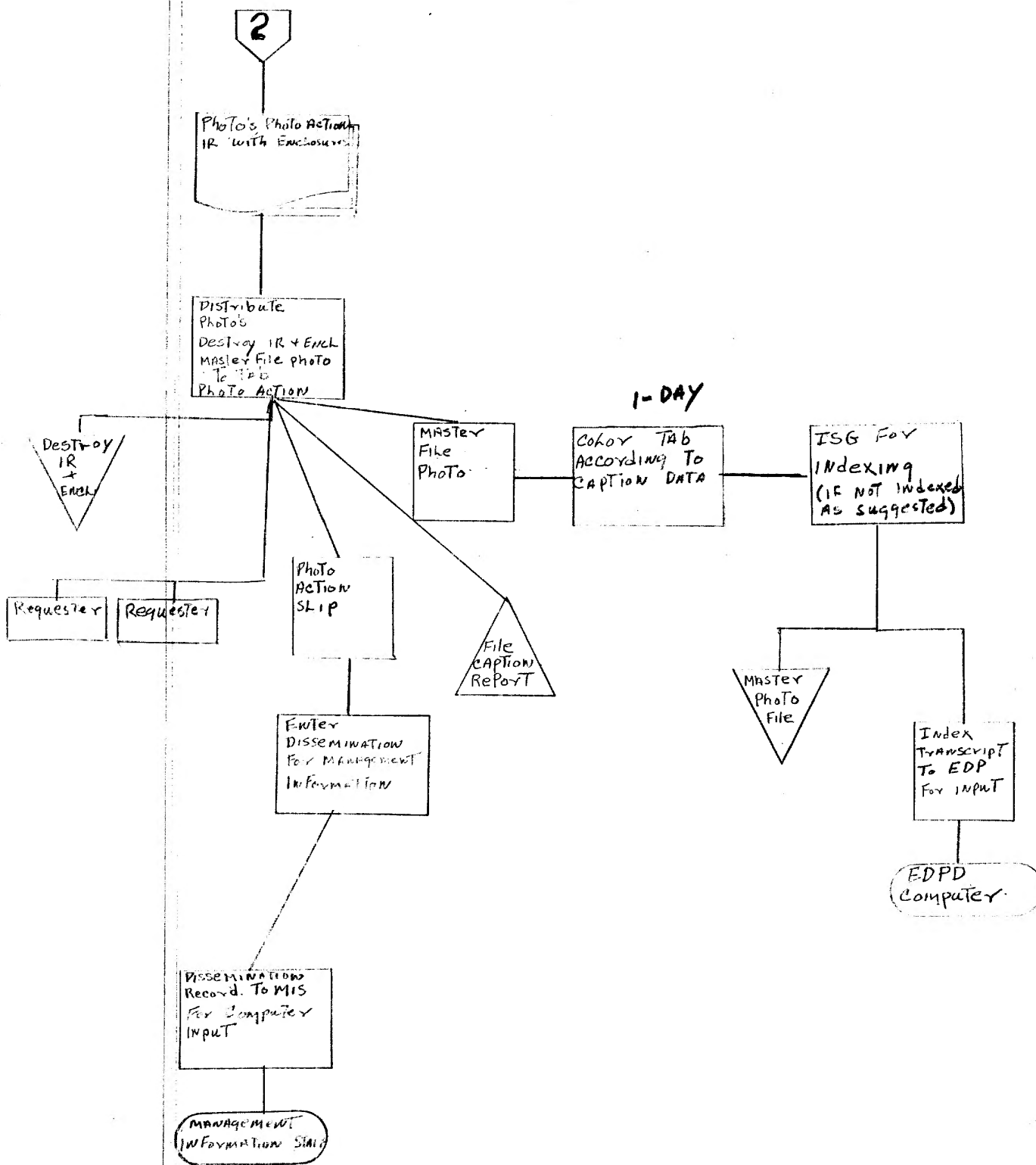
②
by A NON-ISG
COMPONENT

2 IF IR IS NOT requested IT MAY be retained, Destroyed or Accessioned by ISG, without Further Action. IF IR IS OF NO interest but has been requested ISG will route To requester.

3, Photo Section will order Additional Copies of IR photo's To Fill request or For use of ISG, ~~whichever ISG desires~~ upon receipt of request From ISG.



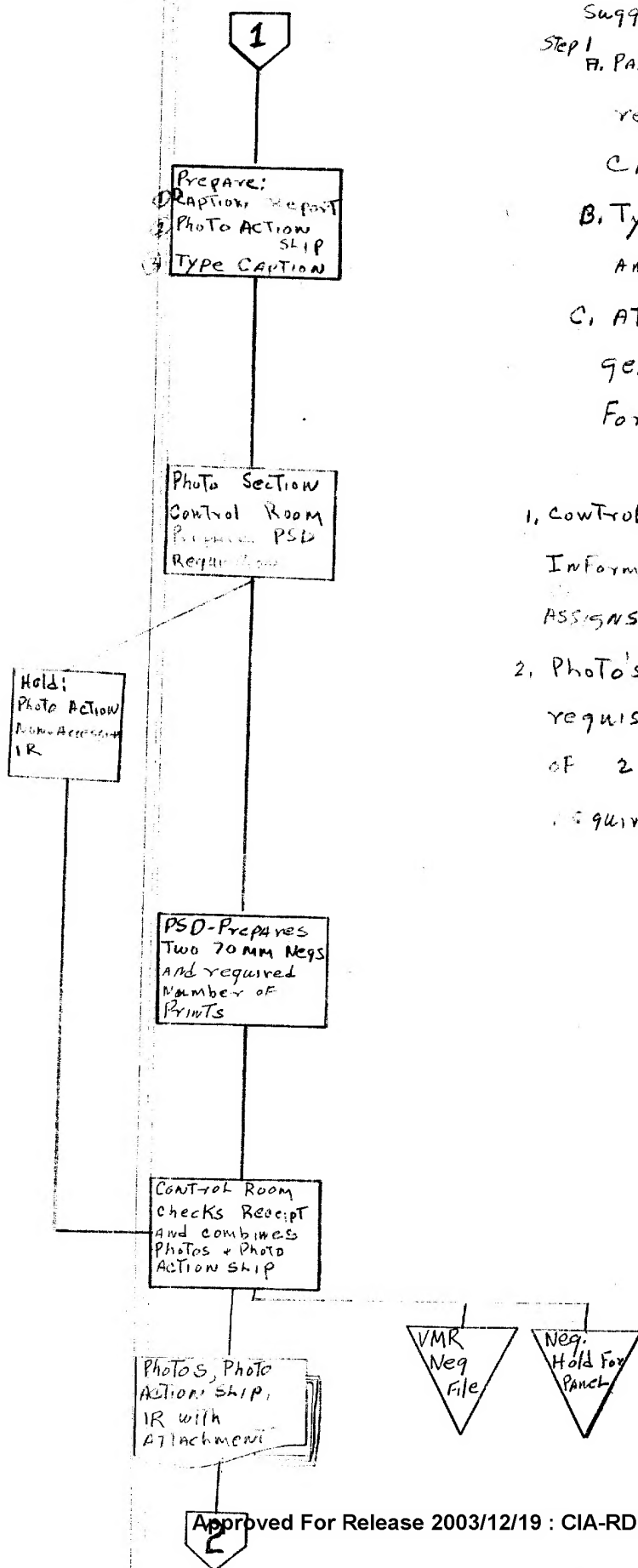
(4)



Suggestion:

Step 1

A. PASS To Indexer To Enter

required subject codes in
Caption report Form.B. Type Caption with subject codes
and Keyword description.C. AT Time of Typing caption
generate computer input in
Form of MAG Tape.1. Control separates - Non-Accessioned Photos
Information Report, Photo Action Slip
Assigns Control and Holds2. Photo's with caption and
requisition to PSD for Preparation
of 2 70mm Negatives and
required number of Prints

MAIL +
Control

1 hr

Photo
Section

1 hr

Control
Room

4 hr

ISG

10 working Days

Control
Room

1 day

PSD

7-10 days

Control

4 hrs

Photo
Section

6-11 work Days

ISG

USSR/
China/ Only once indexing

25X1

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UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP		
TO	NAME AND ADDRESS	DATE
1		
2		
3		
4		
5		
6		
ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <div style="font-size: 1.5em; font-family: cursive;">Flow of photos - Due 15 Aug</div>		
FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
UNCLASSIFIED		SECRET

25X1

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